

**SOUTHEASTERN UNIVERSITIES RESEARCH ASSOCIATION  
JEFFERSON LAB STORAGE REQUEST**

REQUESTER \_\_\_\_\_ DATE \_\_\_\_\_

DIVISION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

PROJECT REQUIRED \_\_\_\_\_

REQUIRED PREVENTATIVE MAINTENCE WHILE IN STORAGE \_\_\_\_\_

REQUIRED STORAGE CONDITION (In/Outside, A/C, HEATED) \_\_\_\_\_

ANY STORED ENERGY IN THIS EQUIPMENT? (gas pressure, electrical charge, etc.) \_\_\_\_\_

If so, list hazards and any special safety and storage requirements \_\_\_\_\_

ANY RADIOLOGICAL OR CHEMICAL CONTAMINATION? (radiation, asbestos, PCB, etc.) \_\_\_\_\_

Note: Contaminated property cannot be stored offsite or mixed with uncontaminated property

QTY	DESCRIPTION	PROPERTY TAG	STORAGE TYPE EHFFP/SPARE/ETC.	VALUE

Material received by \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

Approved by \_\_\_\_\_ Reviewed by \_\_\_\_\_  
Hall or Group Leader Jlab Property Officer Date  
(1<sup>st</sup> Year)

Approved by \_\_\_\_\_ Reviewed by \_\_\_\_\_  
Deputy Associate Director Jlab Property Officer Date  
(2<sup>nd</sup> year)

Approved by \_\_\_\_\_ Reviewed by \_\_\_\_\_  
Associate Director Jlab Property Officer Date  
(3<sup>rd</sup> Year)

Approved by \_\_\_\_\_ Reviewed by \_\_\_\_\_  
Laboratory Director Jlab Property Officer Date  
(3<sup>rd</sup> Year)